



## Copy NYR tables to CYR



## Table of Contents

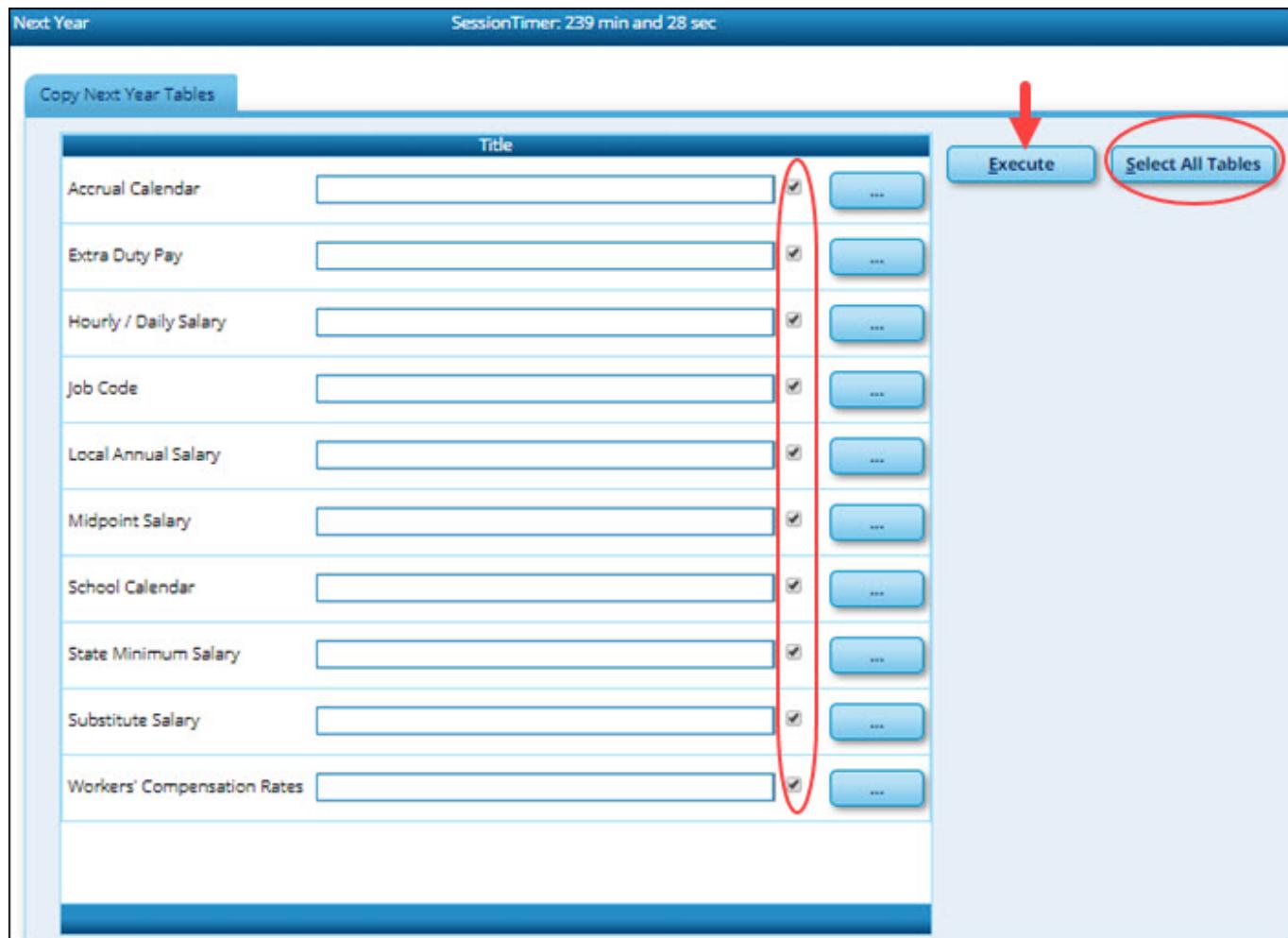
<b>Copy NYR tables to CYR .....</b>	<b>i</b>
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## Log on to the next year payroll frequency.

Human Resources > Next Year > Copy NYR Tables to CYR

Copy all of the necessary tables. If you copied any tables prior to this step, be sure to exclude those tables at this time to avoid overwriting any necessary data such as previously made manual changes.



The screenshot shows a list of tables to be copied, each with a checkbox and a '...' button. A red circle and arrow highlight the 'Select All Tables' button, and another red arrow points to the 'Execute' button.

Title	Checkboxes	Actions
Accrual Calendar	<input checked="" type="checkbox"/>	...
Extra Duty Pay	<input checked="" type="checkbox"/>	...
Hourly / Daily Salary	<input checked="" type="checkbox"/>	...
Job Code	<input checked="" type="checkbox"/>	...
Local Annual Salary	<input checked="" type="checkbox"/>	...
Midpoint Salary	<input checked="" type="checkbox"/>	...
School Calendar	<input checked="" type="checkbox"/>	...
State Minimum Salary	<input checked="" type="checkbox"/>	...
Substitute Salary	<input checked="" type="checkbox"/>	...
Workers' Compensation Rates	<input checked="" type="checkbox"/>	...

- Click **Select All Tables** to select all of the tables.

OR

- Select  next to the table(s) you want to include.
- Select  again to unselect a table.

Click  for the **School Calendar**. The School Calendars list is displayed. Select all of the necessary calendars.

Click **OK**. All of the selected calendar codes are displayed in the **School Calendar** field.

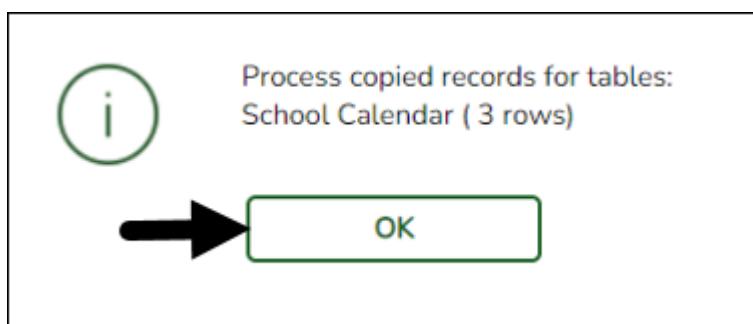
Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).

 Process Cancel

  First Last

Date Run:	Copy Next Year Tables to Current Year	Page: 1 of 1
Cnty Dist:	ISD	
	Table: bhr_cal_sch	
Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS
End of Report		

A message is displayed with the table names and the number of rows that were copied. Click **OK**.



Review the process report to verify that all applicable calendars, extra duty pay, and job codes were copied to the current year payroll frequency. **It is recommended** that you log on to **Personnel > Tables > Workday Calendars** to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

